



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	CHIEF OF STAFF (ASSISTANT DIRECTOR, EXEC-LEV)
3	Posting Number	PN# 109711
4	Department	Building Services Department
5	Division	Administrative Services
6	Section	N/A
7	Reporting Location	900 Bagby*
8	Workdays & Hours	M – F, 8 a.m. – 5 p.m.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Directs and oversees the overall management of the Administrative Services Division of the department. Serves as a department liaison, prepares and manages financial services, Capital Improvement Plan (CIP) and procurement sections. Assists the Director with budget matters and special projects. Evaluates and resolves complex issues and related special projects. Prepares briefings for the Director on various topics. Attends meetings to establish policies, plans and systems. Performs other duties as assigned by the Director.	
10	<u>WORKING CONDITIONS</u> The position is physically comfortable; the individual has discretion about walking, standing, etc.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a Bachelor's degree in Business Administration, Accounting, Finance, or a closely related field.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Seven years of administrative experience are required, with at least three of those years in a managerial Capacity. A Master's degree may be substituted for two years of experience.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Valid Texas Class C driver's license and compliance with the City of Houston Motor Vehicle Assignment and Use Policy (AP 2-2).	
14	<u>PREFERENCES</u> Preference will be given to candidates possessing a Master's Degree and experience using Microsoft software packages, knowledge of CIP, municipal budgeting and city government experience.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u>	None
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Valid Texas driver's license and compliance with the City of Houston's policy on driving (AP 2-2).	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range – Pay Grade 32 \$2,257 \$4,398 Biweekly \$58,682 - \$114,348 Annually</div>	
18	<u>OPENING DATE</u>	March 29, 2006
19	<u>CLOSING DATE</u>	Open Until Filled
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 247-1957. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer	